

STUDENT AND NON-STUDENT HOURLY EMPLOYEES TIME AND ATTENDANCE INSTRUCTIONS

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Important Deadlines

- 10th Day of Each Month: Hourly/Student Employees must review their timesheets for accuracy, SAVE and SUBMIT them to their supervisor.
- 11th Day of Each Month: Supervisors review their employees' timesheets for accuracy, saves and approves them.
- Last Business Day of Each Month: Paychecks are available in the Payroll Office for pick up and/or direct deposits are posted to banks.

Important Information Regarding Hourly Employees at SBCC

- Hourly/Student Employees who are unable to clock in using the Time & Attendance system have not been fully approved by Human Resources to work and they should cease working immediately.
- Manual paper timesheets are **no longer accepted** in Payroll (effective August 11, 2016).
- Hourly/Student Employees must take a 30 minute meal break by the 5th hour of work if they work more than 6 hours in a workday.
- Hourly/Student Employees can only work up to 19.5 hours per week.
- Hourly/Student Employees can only work up to 1,000 hours per fiscal year (July 1 to June 30).
- Hourly/Student Employees can only work up to 175 days per year.
- For every 30 hours an Hourly/Student Employee works, 1 hour of sick pay will accrue in the Hourly/Student Employee's "Sick Leave Bank." After working for 90 calendar days, an employee may request paid time off for illness. Manager approval is required.

For questions, please call your Supervisor and/or the Payroll Dept. (Joanne, x 2794; Nancy, x 2386; Estela, x 2305)

Clocking In and Out

1. To access the **Time and Attendance system** (WorkForce EmpCenter) from your Computer, log into Pipeline using your campus username and password through the portal, click Employee tab, use the drop down menu and click Pay & Benefits, click “Enter Time and Attendance System” link on the far bottom right of the page.
2. You will be directed straight into the Time and Attendance system through your web browser. .
 - If you are directed to an “Authentication Failed” webpage, you will be unable to clock in for work and:
 - **You have not been officially approved to work.**
 - **You must cease working.**
 - **You must contact Human Resources to complete the employment process.**
3. At the Dashboard, select “Go to Web Clock.”



4. To record your hours worked, select from the following options on the screen to either punch in, clock out for lunch, clock in from lunch, or punch out.



REMINDER: Punch in and out for the days you work to get PAID. Your supervisor will be monitoring and approving your time entered. **For missed punches**, see (or email) your supervisor immediately so they can correct your hours manually.

5. On or before the 10th day of each month, review your Timesheet (on the screen in item #4 above) for accuracy, SAVE and SUBMIT for approval to your supervisor.

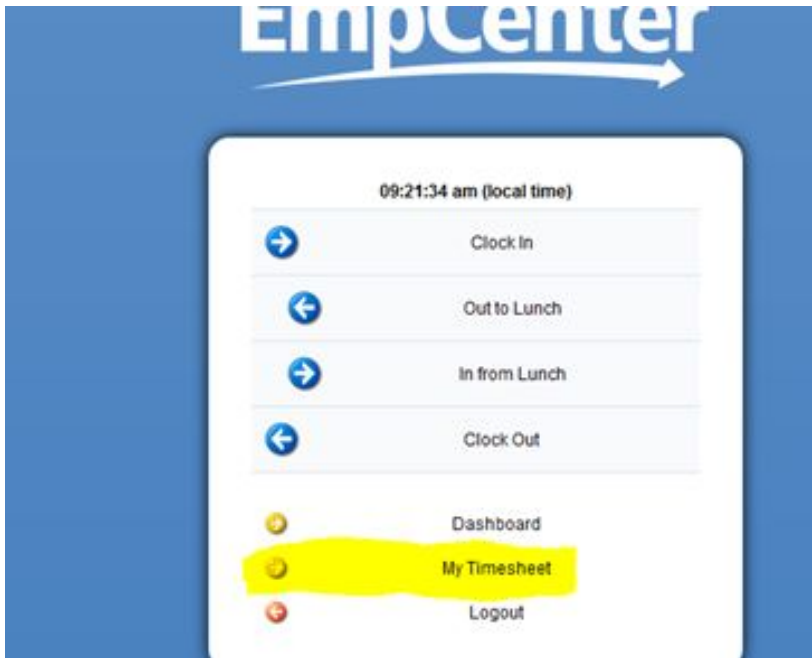
Multiple Assignments/Positions

If you work in more than one position at SBCC, you are required to select the assignment/position you will be working in prior to clocking in and out.

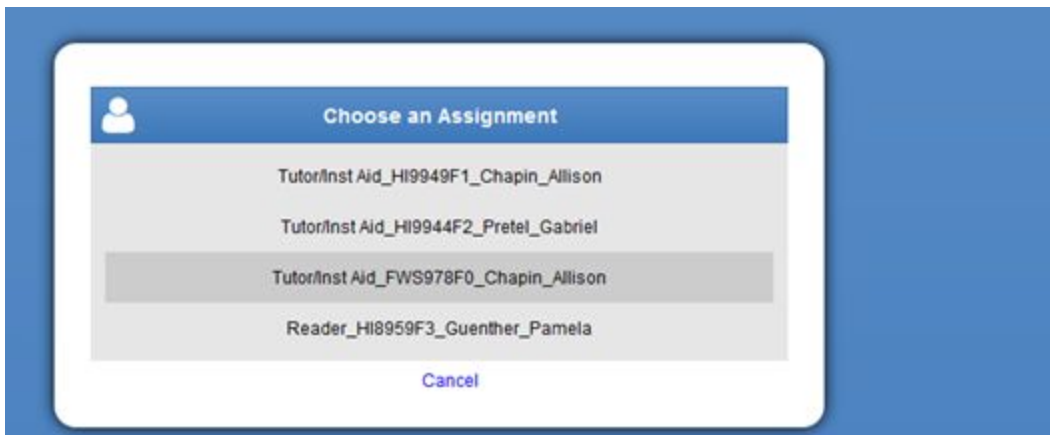
1. After logging in (steps #1 & #2 above), click on the appropriate assignment/position name from the list provided.
2. Then follow steps # 3 through #5 above to record your hours.

Viewing a Timesheet

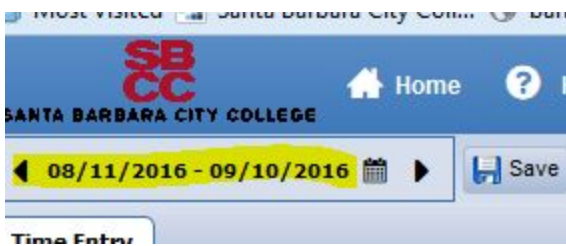
From the Web Clock page, choose “My Timesheet”:



NOTE: If you have more than one job, you would first choose the assignment, then go to “My Timesheet”:



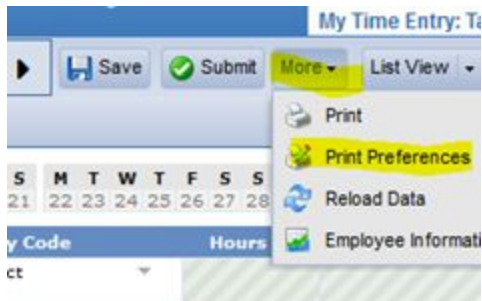
Notice that the system defaults to the current time period, but if you want to view an old timesheet, you may do so (assuming the job was active in the prior period!). At the top of the screen, underneath the SBCC logo, the current time period appears:



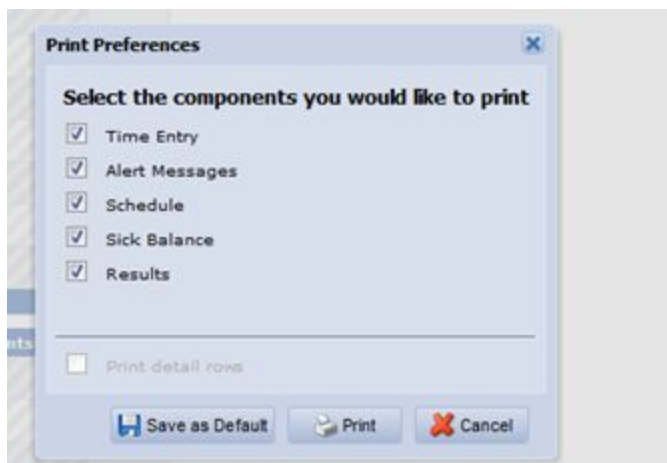
Just hit the little arrow to go back to the timesheet for the previous period.

Printing a Timesheet

If you want to print one of your timesheets, you first check your “Print Preferences” under the “More” button at the top of the page:



You can check or uncheck the various boxes as follows:

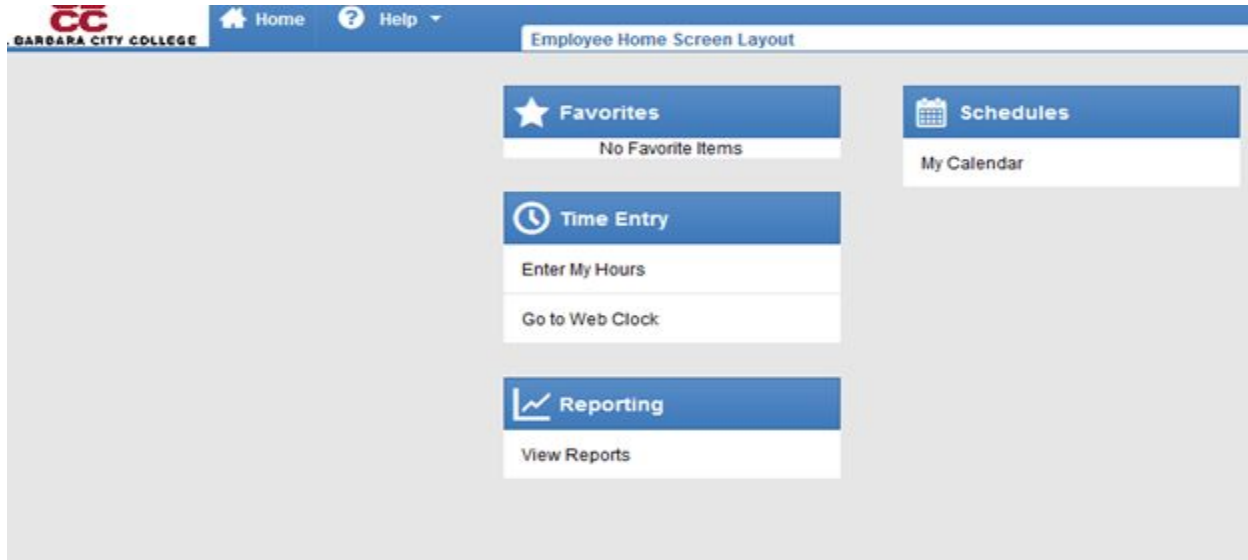


After you've made your choices, hit the “Print” button.

Entering Sick Time

Follow these instructions to request paid time off due to illness:

1. Log into the Time and Attendance system through Pipeline, following the instructions above. The following screen appears:



2. Under "Time Entry," choose "Enter My Hours." You will see a screen like this:

Time Entry														Aug 11, 2016																
T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10
Date	Pay Code			Hours	Comments	Total																								
Thu 08/11	Please Select																													
Fri 08/12	Please Select																													
Sat 08/13	Please Select																													
Sun 08/14	Please Select																													
						0.00																								
Date	Pay Code			Hours	Comments	Total																								
Mon 08/15	Please Select																													
Tue 08/16	Please Select																													
Wed 08/17	Please Select																													
Thu 08/18	Please Select																													
Fri 08/19	Please Select																													
Sat 08/20	Please Select																													
Sun 08/21	Please Select																													
						0.00																								
Date	Pay Code			Hours	Comments	Total																								
Mon 08/22	Please Select																													
Tue 08/23	Please Select																													
Wed 08/24	Please Select																													

3. To view your accrued sick hours, go to the bottom of the screen and look at the "Sick Balance" tab:

Alert Messages	Schedule	Sick Balance	Results
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Regulated Sick Accrual	Hours
Initial Balance Thu 08/11	10.00
Credits	0.00
Debits	0.00
Ending Balance Sat 09/10	10.00

No Details

4. On the day that you were absent from work due to illness, mouse over the "Pay Code" column:

Date		Pay Code	Hours	Comments	Total
Mon 08/15	+ ▾	Please Select ▾			
Tue 08/16	+ ▾	Please Select ▾			

5. A drop-down list appears:

Date		Pay Code	Hours	Comments	Total
Mon 08/15	+ ▾	Please Select ▾			
Tue 08/16	+ ▾	Sick			
Wed 08/17	+ ▾	Work Time			
Thu 08/18	+ ▾	Please Select ▾			

6. Choose “Sick”; tab over to the “Hours” column and enter the number of hours you were sick during that shift; then tab over to the “Comments” column to add any helpful details, such as:

08/11/2016 - 09/10/2016 Save Submit More List View

Time Entry

Date	Pay Code	Hours	Comments	Total
08/11	Please Select			
08/12	Please Select			
08/13	Please Select			
08/14	Please Select			
				0.00
Date	Pay Code	Hours	Comments	Total
08/15	Sick	3.00	Out with the flu	3.00
-----	Please Select			

7. Don't forget to hit the “Save” button!

Your supervisor will receive an email with your sick time request. Supervisor approval is required for payment of sick time.

NOTE: The maximum accrual is 48 hours per fiscal year, although maximum USAGE is 24 hours per fiscal year. In other words, you may be paid up to 24 hours per year, and the balance will roll into the next year.

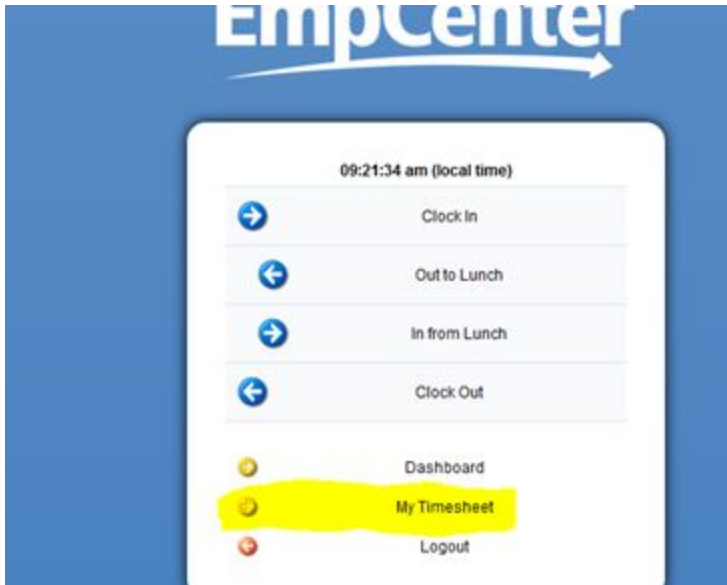
ALSO NOTE: Unused Sick Pay does not get paid out at the end of your employment.

Retroactive Time Entry

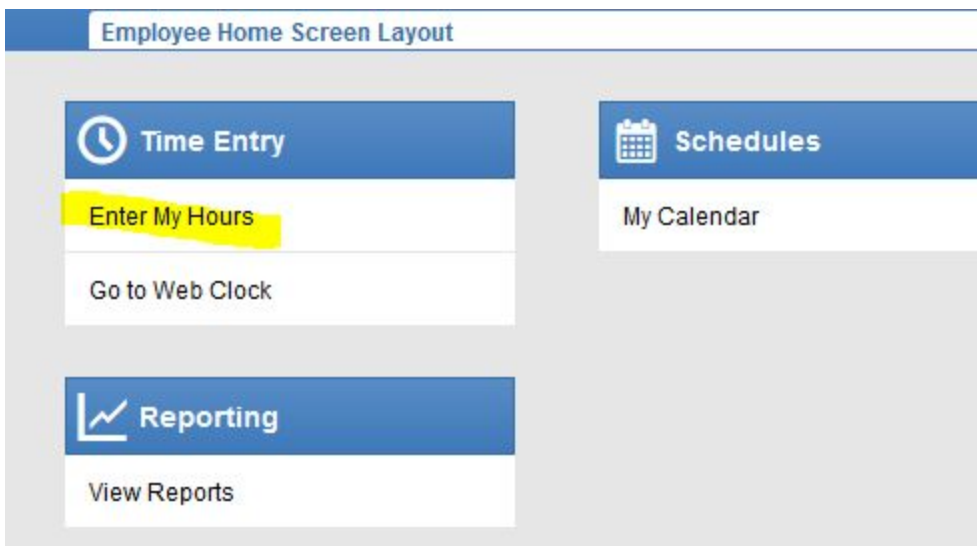
The following example shows you how to enter “elapsed time” onto your timesheet. This means that you are **not correcting a missed punch**; rather, you are inputting hours onto a workday that has no data entered.

Say for example that you forgot to punch in the previous day but you worked from 8:00 a.m. to 4:00 p.m. with a 30 min. lunch break at noon. The following is the best way to enter the hours.

Step 1: Access your timesheet.



Step 2: On the Home Screen, choose “Edit My Hours.”



Step 3: After scrolling up or down to the correct day, go to the “Pay Code” column; hit the drop-down arrow; choose the code “Work Time.”

08/11/2016 - 09/10/2016 Save Submit More List View

Time Entry

T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W							
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7

Date	Pay Code	Hours	Comments	Total
Thu 08/11	Please Select			
Fri 08/12	Sick			
Sat 08/13	Work Time			
Sun 08/14	Please Select			
				0.00

Step 4: Enter the time slices.

Enter the morning shift as follows:

Sat 09/03	+	Work Time	08:00 am	12:00 pm	4.00
		Please Select			

Now you hit the green “+” sign to create the afternoon time slice:

at 09/03	+	Work Time	08:00 am	12:00 pm	4.00
	+	Work Time			

The last step is to enter the afternoon shift:

09/03	+	Work Time	12:30 pm	04:00 pm	3.50
		Please Select			

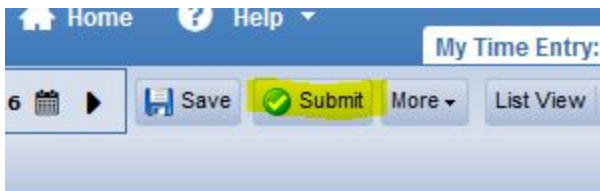
Step 5: Hit the “SAVE” button. The “Results” tab will show the total for that day.

Alert Messages Schedule Sick Balance **Results** Additio

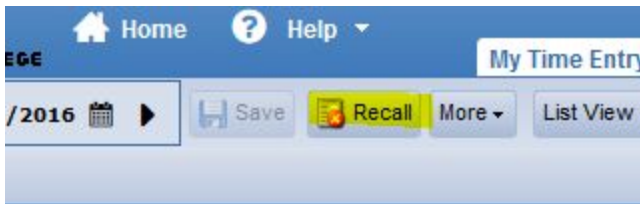
Work Date	Pay Code	Hours
09/03/2016	Regular	7.50

Submitting Timesheet at the End of the Pay Period

At the end of the pay period, you will need to submit your timesheet to your supervisor for approval. Above your timesheet, next to the “Save” button, you will see the “Submit” button:



If you find that you need to make a change after submitting the timesheet, you simply hit the “Recall” button:



When you are done with your edits, hit the “Submit” button again.